



	No. 04-01
Subject: Schedule for FY 2003-04 Year-End Closing	Date Issued: 02/26/2004
References: CALSTARS Procedures Manual Volume 7	Expires: 08/31/2004

PURPOSE:

To provide the operating and processing schedules for the 2003-04 Year-end to help agencies achieve a smooth Year-end Closing.

GENERAL INFORMATION:

I. Reclassifications/Liquidations for Reverting Appropriations:

- A. CFY022 Process: For all reverting appropriations, this process reclassifies outstanding Accounts Receivable for Abatements and Reimbursements to Accounts Receivable-Other and liquidates outstanding encumbrances. Refer to Volume 7, Chapter 1, of the CALSTARS Procedures Manual (CPM) for specific information. The CFY022 process is scheduled as follows:
- On April 5 and April 16, the CFY022 process will produce reports only. The CFY022-2 Report lists all documents to be reclassified or liquidated. The CFY022-1 Report shows documents with invalid coding requiring agency action. Accounting transactions will NOT be generated.
 - On May 3, the CFY022 process will generate input transactions. The CFY022-3 Report shows the transactions generated. The CFY022-1 Report shows exceptions that require agency action. Since the reclassification of Accounts Receivable-Abatements affects expenditures, May 4 will be the first day for April Cost Allocation or Fund Split.
- B. CFY023 Process: This process reclassifies outstanding Accounts Receivable-Revenues in the Document File to Accounts Receivable-Other. More information is contained in Volume 7, Chapter 1, of the CPM. The CFY023 process is scheduled as follows:
- On May 24 and June 11, the CFY023 process will produce reports only. The CFY023-2 Report shows all documents to be reversed and reclassified. The CFY023-1 Report shows documents with invalid coding requiring agency action. Accounting transactions will NOT be generated.
 - On June 30, the CFY023 process will generate input transactions to reverse and reclassify affected AR-Revenues. The CFY023-3 Report shows the transactions generated. The CFY023-1 Report shows exceptions that require agency action.

II. Multi-Step Cost Process:

CALSTARS will run up to four steps of Cost Allocation and Fund Split each processing day. We will notify agencies through the CALSTARS News if we cannot meet this schedule.

We recommend that agencies request their month-end reports the day after they run their Cost Allocation/Fund Split Process. This gives them the opportunity to confirm that the process was successfully completed and there are no errors to spoil the reports.

III. Year-End Close/Year-End Open Process:

Beginning July 1, the Year-end Close (YEC) and Year-end Open (YEO) processes will be run nightly for agencies making the request. To run YEC, agencies must receive approval from the CALSTARS HOTLINE (prior to 4:30 PM for same-day processing). Agencies must then set the OC Table Run YEC Indicator before tables are closed for processing. The generated transactions from YEC will be processed during that night's Input/Edit/Update Process. Reports from the year-end process will be loaded to the YEC1 Ropes Queue as soon as the process is completed.

IV. Saturday Processing:

Processing is scheduled on Saturdays beginning July 3 and ending August 14. All data keyed from approximately 6:00 PM Friday until 1:00 PM Saturday of the scheduled weekend date will be processed. Weekend processing during this period includes Cost Allocation/Fund Split, Table Maintenance, IEUP, and all requested Standard reports. In addition, Labor Distribution will be run on July 3 and 10. To run Cost on Saturdays, agencies must set the OC Table Run Cost indicator by 10:00 AM. N1 reports must be requested by 12:00 noon. External files must be uploaded (FTP) by 12:30 PM. For Labor, the OC Table Run Labor indicator must be set by 1:00 PM. Any changes to this schedule will be announced on the CALSTARS News. Watch for mid-morning News on Saturdays.

Reports from Saturday processing should be routed to the agencies' local printers if they are needed for weekend work. Otherwise, reports will be available Monday morning.

The HOTLINE will be staffed from 8:00 AM to 1:00 PM on Saturdays from July 3 through August 14. The HOTLINE number is (916) 327-0100, CNET 467-0100.

V. No Report Pick-up on Saturdays:

Report pick-up will **not** be available on Saturdays this year-end. This service is being discontinued due to the lack of demand (only one agency picked-up reports last fiscal year) and the need to reduce costs.

Critical reports needed for weekend work should be routed to agencies' printers (Dest. A1). Consideration should be given to report size and agency printer capability prior to selecting the A1 Output Destination.

VI. Weekday Courier Service:

An additional weekday courier run is scheduled from July 1 through August 20 for agencies in the Sacramento downtown area. The courier will leave our location and begin the route at 8:30 AM and 1:30 PM weekdays.

VII. Requesting Reports during Year-End:

Agencies can help reduce the reports workload during the year-end period by following these suggestions:

- If you do not receive your requested reports, check the CALSTARS News for an update on processing. Do not re-request reports unless specifically advised to do so either through the CALSTARS NEWS or over the phone. The CALSTARS News will be updated at 1:00 PM if requested reports are still outstanding at that time. Call the Production Control Unit at (916) 323-7541, CNET 473-7541 if you do not see the necessary information on the news.
- Review your list of normally requested reports to insure that they are appropriate. Determine whether multiple requests can be consolidated.
- Verify that all your entered accounting transactions and monthly processes have completed satisfactorily before requesting final reports.

SCHEDULE DURING YEAR-END:

The operating/processing schedules during year-end are displayed on the following attached exhibits:

EXHIBIT A: Schedule of Critical Dates for 2003-04 Year-End; and
EXHIBIT B: CALSTARS Availability.

Any changes to the schedules will be published on the CALSTARS News. If you have any questions, please call the HOTLINE at (916) 327-0100, CNET 467-0100 or your CALSTARS Analyst.

/s/Ken Lane

Assistant Program Budget Manager

Attachments

EXHIBIT A

Schedule of Critical Dates for the 2003-04 Year-End

April 5	CFY022: Reclassification of A/R-Reimbursement and AR-Abatements - Reports only.
April 16	CFY022: Reclassification of A/R-Reimbursement and A/R-Abatements - Reports only.
May 3	CFY022: Reclassification of A/R-Reimbursement and A/R-Abatements. Input transactions generated to reclassify the Accounts Receivables and to liquidate outstanding encumbrances associated with reverting appropriations.
May 4	First day agencies may run their April Cost Allocation/Fund Split. Before this process is run, agencies must clear all errors generated by the Reclassification program.
May 24	CFY023: Reclassification of A/R-Revenue - Reports only.
June 11	CFY023: Reclassification of A/R-Revenue - Reports only.
June 29	Last day to run Cost Allocation/Fund Split and Labor Distribution for May.
June 30	CFY023: Reclassification of A/R-Revenue. Input transactions generated to reclassify the Accounts Receivables-Revenue to Accounts Receivable-Other.
June 30	Month-end roll. System processing begins at 3:00 PM.
July 1	First day to request YEC/YEO.
July 3	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 5	Holiday observed. No processing. CALSTARS is open for key entry.
July 10	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Labor Distribution, Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 17	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
July 24	Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.

EXHIBIT A (Continued)

- July 30 Last day to run Cost Allocation/Fund Split and Labor Distribution for June.
- July 31 Saturday Processing: Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM followed by month-end roll. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 7 Saturday Processing: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 14 **Last Saturday processing**: Cost Allocation/Fund Split is run at 10:00 AM. Table Maintenance, IEUP, and all requested Standard reports are started at 1:00 PM. HOTLINE is available from 8:00 AM to 1:00 PM.
- August 30 Last day to run Cost Allocation/Fund Split and Labor Distribution for July.
- August 31 Month-end roll. System processing begins at 3:00 PM.

EXHIBIT B

CALSTARS Availability

CALSTARS is available for keying table maintenance and accounting transactions during the July 1 - September 1 year-end period as shown below. Except for Saturday processing, this same schedule is used throughout the year. Exceptions will be announced on the CALSTARS News.

	Mon	Tue	Wed	Thu	Fri	Sat <u>1/</u>	Sun <u>1/</u>
12:00 Midnight	NO					NO	NO
3:00 AM		NO	NO	NO	NO		
6:00 AM	YES	YES	YES	YES	YES	YES	YES
1:00 PM						<u>2/</u>	
6:00 PM	<u>2/</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>	YES	NO
12:00 Midnight	YES	YES	YES	YES	YES		

1/ CALSTARS is available for key entry on Saturdays from 6:00 AM to Midnight and on Sundays from 6:00 AM to 6:00 PM.

2/ On weekdays, system processing begins at 6:00 PM and system processing begins at 1:00 PM on those Saturdays scheduled in July and August. The system is still accessible during the time the system is being processed. However, batches cannot be entered with a Batch Edit Indicator value of '2' during system processing. You may also experience brief interruptions in using a particular Main Menu Function when files are required for system processing. The length of time these restrictions apply varies for each processing cycle. It could be anywhere from one to four hours depending on the transaction volume and availability of Health and Human Services Data Center (HSDC) computer resources. Any table maintenance or financial transaction batch input after the respective table or financial transaction file has been taken for the system process will be part of the next cycle.